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ABSTRACT

This guide was developed as a "how to" training device for merging spreadsheet and word processing files using AppleWorks version 2.0 and the Apple IIGS computer with two disk drives. Step-by-step instructions are provided for loading spreadsheet and word processor files, transferring spreadsheet files to the clipboard, merging spreadsheet and word processor files, altering the width of the spreadsheet information, and obtaining additional help. For each procedure, a diagram of the screen display is included. (GL)

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# MERGING SPREADSHEET AND WORD PROCESSING FILES USING APPLEWORKS V2.0 AND THE APPLE IIGS COMPUTER

FIRST EDITION

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# INTRODUCTION

"Merging Spreadsheet And Word Processing Files Using AppleWorks V2.0 And The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 to transfer spreadsheet files into word processor files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

RMS

S
T
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P
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DIRECTIONS

01. File Loading. Bring the spreadsheet file and the word processor file with which you wish to work to the desktop.

02. Transferring The Spreadsheet File.

a. Selecting the spreadsheet file.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 1).

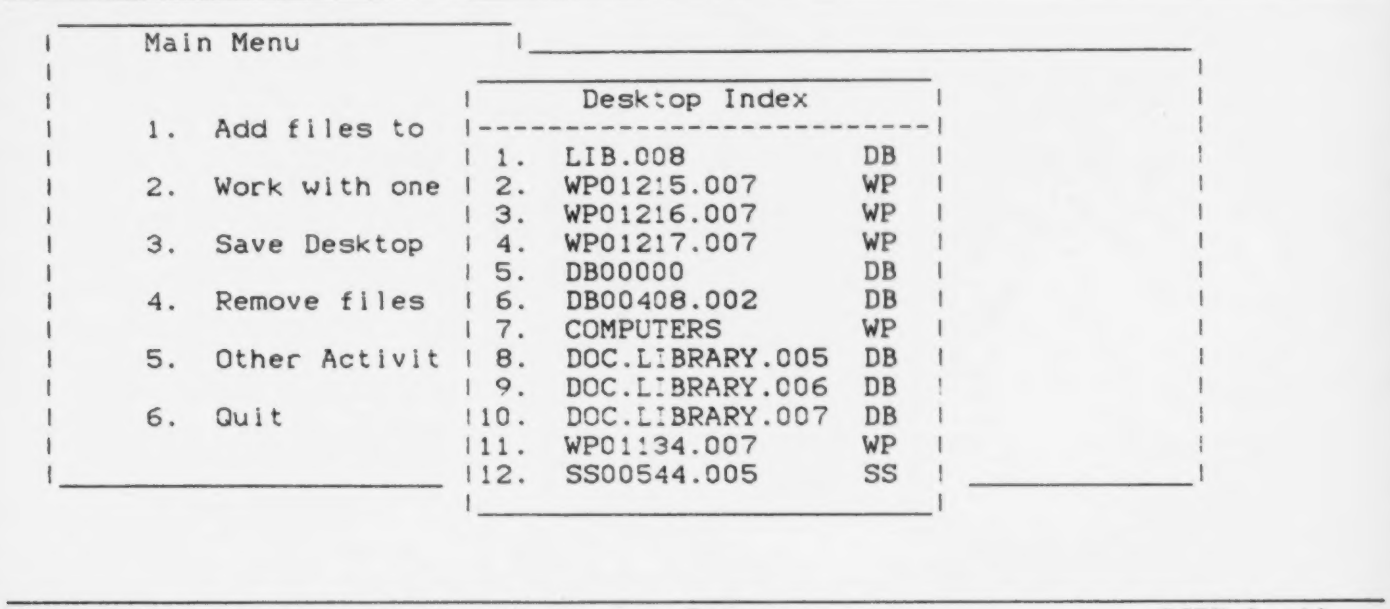


Figure 1. The Monitor Screen Showing The Quick Switch Function.

(2) Using the DOWN-ARROW key if necessary, highlight the spreadsheet file.

(3) Press the RETURN key once. Figure 2 shows an example of a spreadsheet file.

---

```
File: SS00544.005              REVIEW/ADD/CHANGE              Escape: Main Menu
==========A===============B===============C===============D========
  1|                    TYPE OF EXPENSE     REEMBURSABLE
  2|     DATE/S      REASON FOR EXPEN     AIR FARE      TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar          $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A5: (Label) 88JUN28

Type entry or use @ commands                                    @-? for Help
```

---

Figure 2. The Monitor Screen Showing An Example Spreadsheet File.

b. Printing The Spreadsheet File.

(1) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 3).

```
File: SS00544.005                        PRINT          Escape: Review/Add/Change
==========A==============B==============C==============D========
  1|                  TYPE OF EXPENSE    REEMBURSABLE
  2|     DATE/S      REASON FOR EXPEN    AIR FARE     TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar        $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A5: (Label) 88JUN28

Print?  All  Rows  Columns  Block
```

Figure 3. The Monitor Screen After Selecting The Print Option.

(2) Use the ARROW key if necessary to highlight the "All" option.

(3) Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 4.

```
File: SS00544.005                    PRINT          Escape: Review/Add/Change
================================================================================

                The information that you identified
                is 256 characters wide.

                The Printer Options values allow
                80 characters per line.


                Where do you want to print the report?

                1.  NCR
                2.  ImageWriter II
                3.  EPSON
                4.  The clipboard (for the Word Processor)
                5.  A text (ASCII) file on disk
                6.  A DIF (TM) file on disk

--------------------------------------------------------------------------------

Type number, or use arrows, then press Return                      367K Avail.
```

Figure 4. The Monitor Screen After Selecting The "All" Option.

(4) Use the DOWN-ARROW key and highlight the, "The clipboard (for the word processor)" option.

(5) Press the RETURN key once (examine Figure 5).

```
File: SS00544.005                    PRINT          Escape: Restore former entry
================================================================================




--------------------------------------------------------------------------------

Type report date or press Return:                                  367K Avail.
```

Figure 5. The Monitor Screen After Selecting The Word Processor Option.

(6) Type today's date (see Figure 6).

File: SS00544.005 PRINT Escape: Restore former entry

Type report date or press Return: 89NOV22 367K Avail.

Figure 6. The Monitor Screen Showing The Date Typed.

(7) Press the RETURN key once.

(8) Examine your monitor screen and compare it with the picture provided in Figure 7. You should see a message telling you the your document has been printed to the clipboard. This is your cue that it is time to move from the data base file into your word processor file.

File: SS00544.005 PRINT Escape: Review/Add/Change

The report is now on the clipboard,
and can be moved or copied into Word
Processor documents.

Press Space Bar to continue 367K Avail.

Figure 7. The Monitor Screen Showing The Printed To The Clipboard Message.

c. Moving To The Word Processor File.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 8).

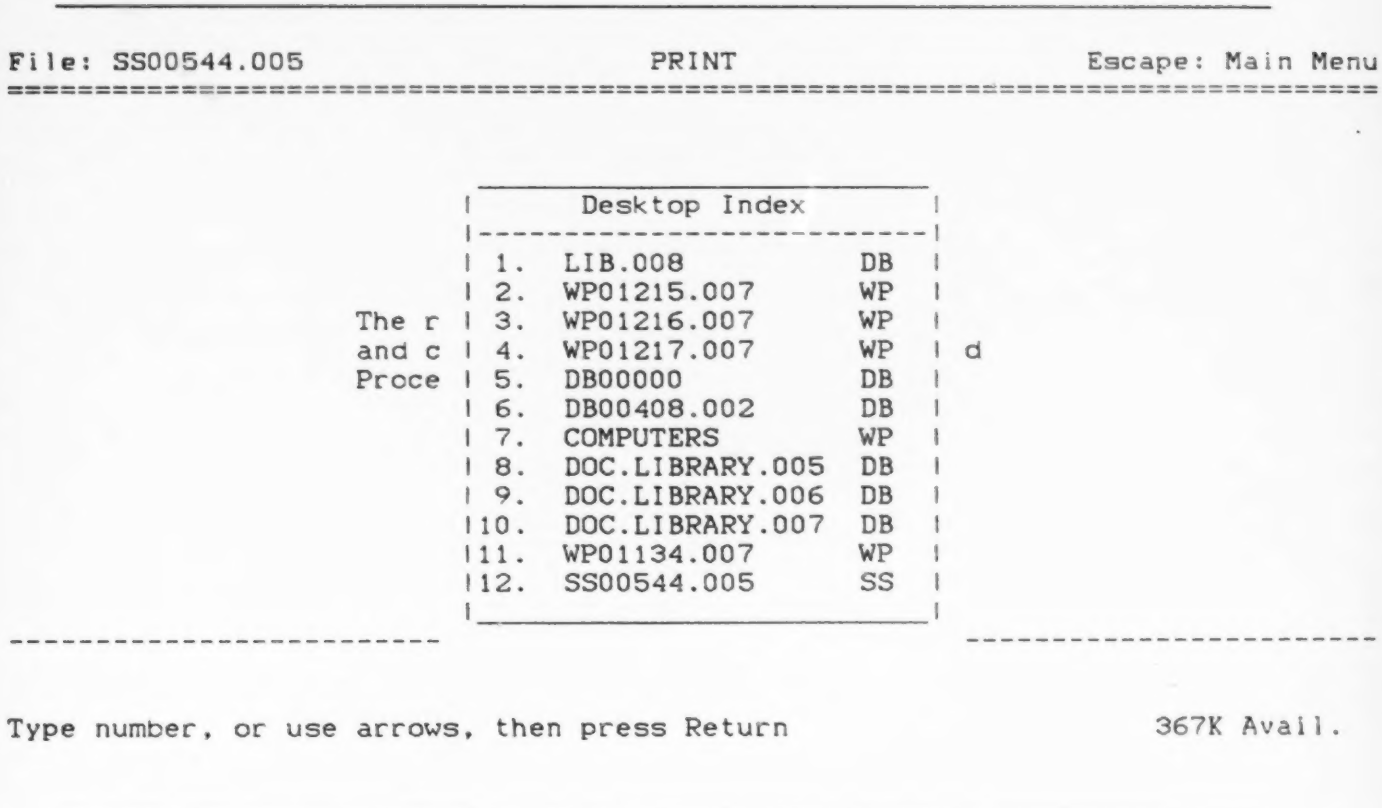


Figure 8. The Monitor Screen Showing The Quick Option Energized.

(2) Use the ARROW keys to highlight the word processor document into which you are merging your spreadsheet document.

(3) Press the RETURN key once. Your word processor file should appear on the monitor screen (see Figure 9).

```
File: WP01217.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
--------Centered
                    November 21, !989
--------Justified


MEMORANDUM FOR  District Superintendent of Schools,
                Philippines

SUBJECT:  Regional Science Task Group Working Session

1.  A regional science task group meeting will be held at
the Regional Office January 18-19, 1990.  This will be
working meeting where participants put together the
contributions of the four district science task groups into
a final revised science objectives (DSM 2200.1) booklet.

2.  It is requested that you select one grade 6 or 7 teacher
to attend this meeting, prepare the necessary travel orders
and notify me of your selectee's approximate arrival time.
-------------------------------------------------------------------------------
Type entry or use @ commands          Line 1  Column  1          @-? for Help
```

Figure 9. The Monitor Screen Showing The Word Processor Document.

d. Document Merging Process.

(1) Use the ARROW keys and move the cursor to the location where you want the spreadsheet file to be located.

(2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 10).

File: WP01217.007 MOVE TEXT Escape: Review/Add/Change

SUBJECT: Regional Science Task Group Working Session

1. A regional science task group meeting will be held at the Regional Office January 18-19, 1990. This will be working meeting where participants put together the contributions of the four district science task groups into a final revised science objectives (DSM 2200.1) booklet.

2. It is requested that you select one grade 6 or 7 teacher to attend this meeting, prepare the necessary travel orders and notify me of your selectee's approximate arrival time. Billeting arrengements for the attending teacher will be made by regional office personnel.

3. Two excellent candidates are David Sayler of Lily Hill Middle School and Clarence Matthews of Binictican Elementary School.

---

Move Text? Within document To clipboard From clipboard

Figure 10. The Monitor Screen After Selecting The Move Option.

(3) Use the RIGHT-ARROW key to highlight the, "From clipboard (paste)" option.

(4) Press the RETURN key once. Your spreadsheet file should have moved into the location where your cursor was set (see Figure 11).

```
File: WP01217.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
SUBJECT:  Regional Science Task Group Working Session
File:   SS00544.005
          Page 1

          89NOV22

                  TYPE OF EXPENSE    REEMBURSABLE
     DATE/S     REASON FOR EXPEN    AIR FARE     TRAVEL
ADVANCE   TRAVEL CLAIM
88JUN02-88JUN18 USCG Trip to Mar        $314.00
88JUN28-88AUG26 U. of CU Teacher
88JUN28
88JUN29
88JUN30
88JUL02
88JUL04
88JUL05
88JUL06
88JUL08
88JUL09
--------------------------------------------------------------------------------
Type entry or use @ commands              Line 11  Column  1       @-? for Help
```

Figure 11. The Monitor Screen After Moving The Spreadsheet File From The Clipboard.

(5) If your spreadsheet file is so large that it wraps around on itself, not fitting in the available space, proceed to STEP 03; otherwise, jump to STEP 04.

03. Altering The Width Of The Spreadsheet Information.

a. Using the ARROW keys, move the cursor to the row immediately above the beginning of the spreadsheet information.

b. Press the OPEN-APPLE and "O" keys at the same time (see Figure 12).

```
File: WP01217.007                PRINTER OPTIONS        Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                Philippines

SUBJECT:  Regional Science Task Group Working Session
File:   SS00544.005
          Page 1

          89NOV22

                TYPE OF EXPENSE    REEMBURSABLE
     DATE/S     REASON FOR EXPEN    AIR FARE     TRAVEL
ADVANCE   TRAVEL CLAIM
    PW=8.0  LM=1.0  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 12. The Monitor Screen After Selecting Word Processor Print Options.

c. Altering The Left Margin.

(1) Type, "LM."

(2) Press the RETURN key once.

(3) Type, "0.5".

(4) Press the RETURN key once. Examine your monitor screen and Figure 13.

```
File: WP01217.007                PRINTER OPTIONS       Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                        Philippines
--------Left Margin:  0.5 inches

SUBJECT:  Regional Science Task Group Working Session
File:   SS00544.005
      Page 1

      89NOV22

                  TYPE OF EXPENSE     REEMBURSABLE
     DATE/S      REASON FOR EXPEN     AIR FARE      TRAVEL ADVANCE
    PW=8.0  LM=0.5  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:              UJ: Unjustified     GB: Group Begin      BE: Boldface End
                     CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width     PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin      TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin     BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch   LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1   SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2   DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent           TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified        NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 13. The Monitor Screen After Changing The Left Margin To 0.5 Inches.

(5) Type, "RM."

(6) Press the RETURN key once.

(7) Type, "0.5".

(8) Press the RETURN key once. Examine your monitor screen and Figure 14.

```
File: WP01217.007                PRINTER OPTIONS       Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                        Philippines
--------Left Margin:  0.5 inches
--------Right Margin:  0.5 inches

SUBJECT:  Regional Science Task Group Working Session
File:   SS00544.005
  Page 1

 89NOV22

                    TYPE OF EXPENSE    REEMBURSABLE
    PW=8.0  LM=0.5  RM=0.5  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 14. The Monitor Screen After Changing The Right Margin To 0.5 Inches.

(9) Press the ESC key once. Your monitor screen should appear similar to the picture shown in Figure 15.

```
File: WP01217.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                      Philippines
--------Left Margin:  0.5 inches
--------Right Margin:  0.5 inches

SUBJECT:  Regional Science Task Group Working Session
File:    SS00544.005
  Page 1

 89NOV22

                    TYPE OF EXPENSE     REEMBURSABLE
     DATE/S         REASON FOR EXPEN    AIR FARE      TRAVEL ADVANCE
TRAVEL CLAIM
88JUN02-88JUN18 USCG Trip to Mar          $314.00
88JUN28-88AUG26 U. of CU Teacher
88JUN28
88JUN29
88JUN30
88JUL02
88JUL04
--------------------------------------------------------------------------------
Type entry or use @ commands              Line 11  Column  1        @-? for Help
```

Figure 15. The Monitor Screen After Exiting The Print Option Function.

(10) If you do not see left and right margin information printed on the screen, press the OPEN-APPLE and the "Z" at the same time.

(11) Move the cursor to the row directly following the last spreadsheet information.

(12) Press the OPEN-APPLE and the "O" keys at the same time and using the same procedure as you used to make the margins narrower, restore each margin to 1 inch.

(13) Press the ESC key. Your monitor screen should now appear similar to the example shown in Figure 16.

```
File: WP01217.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
88JUL08
88JUL09
88JUL10
88JUL11
88JUL12
88JUL13
88JUL14
--------Left Margin:  1.0 inches
--------Right Margin:  1.0 inches

     1.  A regional science task group meeting will be held at
     the Regional Office January 18-19, 1990.  This will be
     working meeting where participants put together the
     contributions of the four district science task groups into
     a final revised science objectives (DSM 2200.1) booklet.

     2.  It is requested that you select one grade 6 or 7 teacher
     to attend this meeting, prepare the necessary travel orders
     and notify me of your selectee's approximate arrival time.
     Billeting arrengements for the attending teacher will be
--------------------------------------------------------------------------------
Type entry or use @ commands          Line 39  Column  6       @-? for Help
```

Figure 16. The Monitor Screen Showing The Altered Spreadsheet Information.

04. Additional Help. If you need additional help altering your file, press the OPEN-APPLE and the "?" keys at the same time and or consult the AppleWorks instruction manual that accompanied the program when it was purchased.